

Business License Application



Delta City
76 N 200 W
Delta, UT 84624
435-864-2759
www.delta.utah.gov

*****OFFICIAL USE ONLY*****

License Number _____

- ☐ New Application
☐ Change of Owner/Location
☐ Other _____

BUSINESS INFORMATION		
Business Name	Business Phone #	#of Employees
Business Address (Physical, NO PO Box)	Business Website Address	
Mailing Address (if different from Physical location)	Business Email Address	

DETAIL OF BUSINESS ACTIVITY (if more space needed please use reverse side)

Does your business include: ☐ Services ☐ Sales ☐ Both

BUSINESS TYPE

- | | |
|---------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> General | <input type="checkbox"/> Insurance Agent |
| <input type="checkbox"/> Bank/Credit Union | <input type="checkbox"/> Professional License |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Rental Property |
| <input type="checkbox"/> Grocer/C-Store/Retail Merchant | <input type="checkbox"/> Recreational Vehicle Spaces |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Restaurant |

STATE & FEDERAL INFORMATION

Federal Tax ID# _____
Utah Sales Tax ID# _____
Utah State Entity # _____
Utah DOPL # _____

OWNERSHIP ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☐ Other: _____

*LLC, Corporations & Partnerships must provide a current list of Corporate Officers, Partners, Members, Directors & Registered Agents

List Owners, Partners, or Corporate Officers AND a Local Manager (use a separate sheet if needed)

Name	Title	Name	Title
Home Address, City, State & Zip		Home Address, City, State & Zip	
	Date of Birth	Home Phone	Date of Birth
Driver's License #	Personal Email Address	Driver's License #	Personal Email Address
Are you legally authorized to work in the United States? _____ Have you ever been convicted of a felony? _____		Are you legally authorized to work in the United States? _____ Have you ever been convicted of a felony? _____	

Home Occupations ONLY: Please check all that apply

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> The business is solely a home office and completely contained within the home. | <input type="checkbox"/> There are no on-site employees who are not bona fide residents of the home | <input type="checkbox"/> There is no on-site storage of any business-related items. |
| <input type="checkbox"/> There are no commercial vehicles and no more than one business related personal vehicle with signage or logos kept at the home. | <input type="checkbox"/> The home occupation does not create light, noise, traffic, or dust in excess of normal residential amounts. | <input type="checkbox"/> Business owner meets state and federal requirements and does not desire a printed local license. |
| <input type="checkbox"/> No Customers, clients, students, suppliers, patrons, etc. visit the home. | <input type="checkbox"/> There are no more than 2 business related articles delivered per day. | |
- ☐ I marked ALL of the boxes qualifying as a "Non-Impact" Home Occupation.

FEES	APPROVALS	Please contact the City for fees and approvals
License _____	Zoning _____	
Other _____	Fire _____	
Total _____	Building _____	
\$ _____	Health _____	

PAYMENT	Date: _____	Receipt #: _____
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The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Delta City and a license has been issued. I also agree to conduct business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been stated above. It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.

Signature _____ Title _____ Date _____



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Delta City requires that any person doing business within the City have a Delta City Business License. Regulations for Delta City Business Licenses can be found on our website.

Return completed application, applicant photo ID, Business Entity and required fees to: Delta City 76 N 200 W Delta Utah.

Once a license has been approved, the license certificate will be sent to the licensee. Please allow approximately two (2) weeks for processing.

Helpful Information

- **Business Registration Number (aka Business Entity Number):** by law, you are required to register your business name with the Department of Commerce. You will need to provide your assigned business entity number on your business license application. Register at the State of Utah website: [One Stop Online Business Registration](http://OneStopOnlineBusinessRegistration). Please call (801) 530-4849 if you have any questions.
- **Sales Tax Number:** Generally, only businesses involved with the sale of a tangible product must apply for a state sales tax number. For questions you may contact the Utah State Tax Commission at 1-800-662-4335. If you are required to have a Sales Tax Number, you must provide it when you return your business license application to our office.
- **Federal Employer Identification Number (aka Federal Tax I.D. Number, EIN or FEIN):** Most businesses will need to obtain a federal employer identification number with the Internal Revenue Service if any of the following entities are being created with employees: corporation, limited liability company, limited partnership, limited liability partnership, or [sole proprietor](http://soleproprietor). Please call 1-800-829-4933 or go to www.irs.gov/businesses/small/index.html for additional information.
- **State License:** It is required of some occupations to have a special license issued by the state. Please go to www.dopl.utah.gov for more information or call the Utah Division of Occupational and Professional Licensing at 1(866) 275-3675.
- **Professional License:** Any occupation licensed through the State of Utah's Division of Occupational and Professional Licenses ie: accountants, attorneys, engineers, insurance agents providing financial services, medical providers, real estate brokers, veterinarians and other similar practices.
- **Cottage Food (Home Food Business):** In order to produce food from home you need a Cottage Food License from Department of Agriculture and Food, <https://ag.utah.gov/businesses/regulatory-services/cottage-food-production/>